



HAMPTON DIVISION OF FIRE & RESCUE

Who We Are

Hampton Division of Fire & Rescue is a combination department under the direction of Fire Chief David Layman, with over 279 uniformed personnel supplemented by a large contingent of volunteers. The Division's rich volunteer roots date back to 1884.

We are hiring firefighters to assist in providing fire protection, emergency medical services and environmental protection for the City's more than 140,000 residents. Hampton currently has 11 fire stations strategically located throughout its 54.7 square mile borders .

The City of Hampton is a picturesque waterfront community bordered by Langley Air Force Base and the beautiful, historic Fort Monroe. The City is steeped in rich history and boasts many notable "firsts," which include being America's first continuous English-speaking settlement, providing the first organized teaching of African-Americans, and being the first training ground for U.S. astronauts.

Our mission is to protect lives, property, and the environment through quality emergency preparation, prevention, response, and enforcement. Our firefighters are special people committed to helping our citizen's first because we care and leaders who understand the importance of being team players. We work hard to find the best possible candidates -- those who will strive to achieve the Division's standards of excellence. Does this sound like you? If so, we invite you to apply with us.



Our Recruitment Mission:

We seek to create a diverse workforce through recruitment efforts which cultivate an environment of inclusion, where employees feel integrated and valued in the Division's mission and business strategies at all levels.

Our Recruitment Vision:

Examine the past culture, modify the present practices, and imagine the future.

Firefighter / EMT

Essential Functions & Physical Demands

The essential functions and physical demands of the Firefighter/EMT position include, but are not limited to, the following. The incumbent is required to:

Comprehend written materials and complete written reports.

Communicate verbally, clearly, and in English, using portable radios and hospital-based communication equipment.

Maintain regular, predictable attendance.

Drive, operate, and perform basic maintenance on complex fire and emergency response equipment to include: driving under emergency conditions with red lights and siren; operating fire apparatus in extreme weather conditions, and making mental calculations relating pump and hose pressures.

Remain calm under extremely stressful situations.

Execute single-handed rescues of persons weighing up to 170 pounds and perform firefighting activities to include climbing aerial and ground ladders.

Enter burning structures and withstand extremes of heat for extended periods of time in order to perform rescue and firefighting activities.

Perform duties in confined spaces and areas of extreme danger requiring the use of self-contained breathing apparatus, requiring a clean-shaven face, and protective equipment weighing at least 60 pounds.

Single-handedly carry and lay out fire hose weighing at least 35 pounds.

Evaluate scene safety in relation to completing rescues and take proper action necessary to protect life and/or property.

Assess and treat life-threatening conditions of medical or traumatic nature.

Utilize splints and other immobilization devices to package and remove victims of accident or injury.

Operate extrication and forcible-entry equipment and tools.

When assigned to Advanced Life Support (ALS) units, the essential functions of a Firefighter/EMT also include, but are not limited to:

Calculate dosages and administer medication.

Perform invasive techniques such as endotracheal intubations, intravenous cannulations, etc.

Operate complex medical equipment such as an ECG Monitor and defibrillator, glucometer, suction unit, and oxygen unit.

Our Requirements

The following is a list of guidelines for consideration for entry-level uniformed positions, during the screening process.

- Must be eighteen (18) years of age at the time of application.
- Must have High School diploma or GED at the time of application.
- Must attend any scheduled interview, examination, appointment, or meeting relative to this process.
- Must have a satisfactory driving record (with not greater than -2 points). **Please review the full driving record in this packet.**
- Must meet minimum standards on the written aptitude assessment.
- Must successfully complete the Applicant Physical Ability Test.
- Must not have been convicted or have participated in any offense involving crimes of moral turpitude (i.e., theft/embezzlement, lying/perjury, cheating, etc.) or assault.
- Must not be convicted of any felony. **NOTE:** A record of criminal conviction will not necessarily bar you from employment. In making our decision, we will consider factors such as the seriousness of the violation, your age at the time of conviction, circumstances and facts surrounding the conviction, and its degree of relevance to the position for which you have applied.
- Must have no substantiated current use of narcotics, or any illegal drug, defined by Federal and/or State law, or illegal use of a controlled substance. Must not have used, or committed an illegal act involving the use of marijuana or hashish within the last year. Must not have used, or committed any illegal act involving the use of cocaine, crack or speed within the last three (3) years. Must not have been convicted or found guilty of any illegal act involving possession, use, or distribution of any illegal drugs within the last five (5) years.
- Must not intentionally misrepresent facts or information on any employment application and/or questionnaire used for this process, and/or during any personal interview (including the oral interview panel).
- Must not have a “founded” child abuse or neglect complaint.
- Employment background check should indicate the applicant’s previous work performance or conduct is acceptable.
- Must be willing to sign an agreement waiving the right to smoke both on- and off-duty.
- Must successfully complete a physical examination.

TIPS AND POINTERS

Take advantage of every opportunity to participate in both of the practice sessions.

Required Documentation

This information is provided to ensure that you have sufficient time to provide all of the necessary documentation. However, it is not required until the Document Review/Panel Interview portion of the process. **Listed below is the documentation, which MUST BE brought to your Documentation Review/Panel Interview appointment. You may begin collecting these documents now, however DO NOT SUBMIT ANY OF THIS DOCUMENTATION UNTIL IT IS REQUESTED.**

THE ORIGINAL DOCUMENT AND A COPY OF EACH MUST BE PROVIDED. Copies will only be accepted after verification of the original document.

- **Driver's License – Original & a Copy**
- **High School Diploma – Original & a Copy OR GED Certificate – Original & a Copy, OR Certified High School Transcript – Original & a Copy**
- **Birth Certificate – Original & a Copy**
- **DD 214 Long Form, if Former Military - Original & a Copy**
- **College Diploma and Certified College Transcripts, If Any**
- **Certificates of Training Related to Fire/Rescue or Any Specialized Skills -Original & a Copy**
- **TRFA or SRFA certificate –Original & a copy**
- **VDH OEMS EMT-B (or higher) certificate-Original & a copy**
- **Hazardous Materials-Operations certificate- Original & a copy**
- **FEMA IS 100, 200, 700, and 800 certifications**
- **Credit Report Dated No Earlier than: June 23, 2012. Full Report From Experian, Equifax & TransUnion required.**

MONEY ORDER OR CERTIFIED CHECK

Virginia residents or any applicant who has lived in the State of Virginia at any time within the last five years: A \$7.00 money order or certified check made payable to: ***Hampton Division of Fire and Rescue*** to check for a record with the Child Protection Services Registry. This information verifies whether there are any founded complaints of child abuse or child neglect. **It is your responsibility to obtain a \$7.00 money order or certified check to turn in with your required documents at the time you are scheduled for the Oral Panel Interview.**

Out-of-state residents contact your current Department of Social Services, Department of Health, Department of Family Services, etc., Child Protective Services Registry for your state of residence, and for any state in which you have lived during the past five years to obtain a report. This information verifies whether there are any *founded* complaints of child abuse or child neglect.

Fire Division DMV Criteria

Employees applying for or currently filling Hampton Division Fire & Rescue positions, which require full or part-time operation of motorized vehicles, shall not be afforded employment and incumbents shall not remain employed if their driving record indicates **ANY** of the following:

1. DMV transcript indicates a point balance greater than – 2 (example: -3)
2. Three (3) or more chargeable accidents during the past two (2) years.
3. Accumulation of nine (9) or more points attributed to speeding during the past two (2) years.
4. Accumulation of ten (10) or more points on their driving record over the past twelve (12) months.
5. Convicted of drunk driving or driving under the influence of drugs during the past five (5) years or assignment to any alcohol safety action program (ASAP) or driver alcohol rehabilitation program during the past five (5) years.
6. Convicted of reckless driving during the past five (5) years.
7. Convicted of operating a motor vehicle on a suspended or revoked license during the last five (5) years.
8. Convicted of manslaughter in connection with the use of a motor vehicle during the past five (5) years.
9. When the applicant is uninsurable (i.e., the Virginia Department of Motor Vehicles driving record transcript indicates that the applicant is an uninsured motorist), or
10. When an applicant's driving record reflects a continuing trend of poor or careless driving habits, he or she may be designated a "habitual offender" and denied employment.

An example of a habitual offender would be a person whose driving record reflects driving citations during each of the four preceding years, regardless of the number of demerits accumulated.

However, should a person designated as a habitual offender complete an accredited Driver Improvement Program; they may be reconsidered for employment.

Please bring in a copy of your driving record, dated no earlier than the start of the application period (June 23, 2012) for review during your attendance at the Applicant Assembly.

General Information

ABOUT OUR PROCESS

An Applicant Assembly and driving record screening, Applicant Physical Ability Test (APAT), Documentation Review, Fire Chief's Panel Interview, Written Test and Human Resources Orientation.

Documentation File Review – The files of applicants successfully completing the panel interviews will be reviewed and prepared for the Fire Chief.

Fire Chief Panel Interviews – The Fire Chief, or his designee, will select and schedule candidates for interviews.

Polygraphs – Candidates approved by the Fire Chief or his/her designee will be sent for polygraph examinations. Pending the result of this examination, the candidates will receive a Conditional Offer of Employment. This offer is contingent upon successful completion of additional background investigation and the medical/physical examinations.

Once hired, a scheduled date will be set for the required Human Resources Orientation before starting the fire department assignment.

If you are not selected in the initial round, you may be selected at a later date. Eligible applicants may be placed on an eligibility list and considered for employment if additional openings become available. If an eligibility list is established, it will be used until a new hiring process is implemented.

TIPS AND POINTERS

NOTE: If you are a non-incumbent, prequalified applicant applying for the position of Firefighter, the application process and all pre-hire requirements associated with the process will be expedited. The process may take as little as two weeks to complete once the application period has ended. Based on the uniqueness of this particular process, dates and times for the various process requirements have not been set. However, the Fire Division will contact the candidates following the end of the application period and a reasonable amount of time will be afforded applicants to prepare for and make arrangements to attend all required portions of the process.

If you arrive late for any step of the process, you will become ineligible to continue. Make a note of the date you selected to test with us. You should allow sufficient time to be able for check in by or before the start time is announced. No one will be admitted after the announced start time.

Benefits

- Paid Training starting at \$36,500-recruit, 38,550-firefighters, \$40,994-Medic Firefighter
- Competitive Salary
- Uniforms
- Paid Vacation & Sick Leave
- Employee Recognition Program
- Sustained Performance Program
- Educational Incentive Program
- Virginia Retirement System
- Worker's Compensation

The City also offers a number of benefits in which the costs are shared with the employee. Some include:

- Life/Group Medical/Dental/Vision Insurance
- Deferred Compensation Program

Frequently Asked Questions

Q: Do I need previous fire experience to be successful?

A: Fire experience is required for this process, which is a special process unlike our past processes. All requirements for this process are listed above.

Q: Why am I required to have an EMT certification?

A: This is a special process unlike our past processes; therefore an EMT (Emergency Medical Technicians) certification is required for employment. All requirements for this process are listed above.

Q: Am I required to be a U.S. citizen in order to apply?

A: No, however you must be legally eligible for employment in the United States and have the documentation necessary to establish eligibility.

Q: Is there another way to apply?

A: All applicants must apply online through the City's HIRE system, www.hampton.gov/hire. This website can be accessed by any computer with an internet connection.

Q: What if I don't have access to a computer?

A: Check with your local library, Employment Commission or other employment services providers. Many of them provide such assistance at no charge.

Q: What if I am unable to attend one of the scheduled events?

A: We make every effort to accommodate you throughout our hiring process. However, we reserve the right to address and evaluate circumstances on a case-by-case basis. In the event of a legitimate emergency, we will try to work to re-schedule you within the timeframe established. For example: You are scheduled to participate in the Physical Ability Test at 8:00 a.m., and you have a legitimate emergency and cannot attend. Provided there are future Physical Ability Test dates available, you may be allowed to attend a future test. Failure to attend a scheduled event or arriving late for a scheduled event makes you ineligible to continue in the process.

Q: Will I be notified of my Polygraph results?

A: Polygraph results are provided only by written request. Any such requests should be directed to the Division's Senior Administrative Assistant 757-727-6580.

Frequently Asked Questions

Q: Is there a study guide for the Written Exam?

A: There are practice tests that you can take at Work Force Development Center in their computer lab to prepare you for the written test. There will also be tutors available to assist you in areas where you may need additional work. The testing areas will be Observation, Reading, Teamwork, Math and Listening. There maybe a fee that you'd have to pay for this service.

Q: When will I know if I got the job?

A: The process can take as long as six months to complete all four phases. However, a schedule of the entire recruitment process will be given to you during your information assembly or by other means. Based on the number of vacancies existing at the end of the process, successful applicants may be placed on an eligibility list.

If the Fire Chief chooses to extend an offer of employment, it will be contingent upon your satisfactory medical & physical exam results, your polygraph exam, live scan results, written test scores, and background investigation results.

If you were not selected in the initial round, you may be selected at a later date unless you have received notification of your ineligibility to continue in the process.